

TOWN OF HERNDON - ADMINISTRATIVE REGULATIONS



Effective Date: November 9, 1989

Administrative Regulation: 1-4

Revision Date: July 1, 2012

Supersedes: July 1, 2011

Approved By: Arthur A. Anselene

SUBJECT: Employee Referral Bonus Program

Program suspended from FY 2013 until further notice.

I. Purpose

The purpose of this Administrative Regulation is to outline procedures for this program as it relates to assistance with recruitment.

II. Employees Involved

Regular status, non-management employees are eligible to participate in this program. Employees not eligible to receive the bonus include: temporary/seasonal employees; Human Resources employees; employees in Grades 17 and above and employees in Grades P08 and above. The bonus is not paid for referring any current town employee or for referring a previous employee who has been gone less than three years.

III. Policy

The Town of Herndon has established an Employee Referral Bonus Program as an additional recruitment aid. This program only applies to regular status, non-management positions that will be recruited. Referrals will be accepted for both regular status full-time and part-time positions. Employees are encouraged to refer qualified, dependable applicants for town positions.

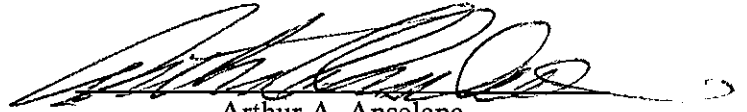
A \$100 bonus will be given to an employee when his/her referral is hired. This program does not apply to relatives and an employee who refers a relative will not receive a bonus. After the newly hired employee successfully completes the initial probationary period, another \$100 bonus will be issued to the employee who made the referral.

The funds for bonuses will be charged to Employee Testing/Recruitment account in the Department of Human Resources budget.

IV. Procedures

TOWN OF HERNDON - ADMINISTRATIVE REGULATIONS

An Employee Referral Form must be completed by the town employee making the referral (see attached form) and submitted with the employment application. Additionally, the name of the referring employee must be clearly indicated on the employment application. Employee Referral Forms are available in the Department of Human Resources. The Director of Human Resources will verify when an applicant referred by an employee is hired and will issue the bonus check. At the end of six months, the Director of Human Resources will verify the status of the referral and, if still employed, will issue another bonus check to the employee who made the referral.



Arthur A. Anselene
Town Manager